

GOVERNMENT OF THE DISTRICT OF COLUMBIA



MEMORANDUM

TO: Adrian M. Fenty, Mayor
Dan Tangherlini, City Administrator

FROM: Kevin Donahue, CapStat Director

DATE: February 26, 2008

SUBJECT: Action Items from CapStat Session 2.26.08

On February 26, 2008, Mayor Adrian M. Fenty conducted a CapStat on the city's use of industrial land and leased office space. This memo identifies specific action items committed to during the CapStat session.

Office of Property Management

1. Present a site-by-site plan to respond to the fact that we have a significant amount of leases expiring. **(Deadline: 30 days for interim update. 3 months for final plan)**
 - a. Explore ways that we can pursue a strategy to occupy owned buildings. **(Jointly with: CFO)**
2. Present a plan to create a centralized warehouse system **(Jointly with OCTO, OCP. Deadline: 30 days for update)**
 - a. Dispose; centralize; identify warehouses to close down; inventory management
 - b. Develop a just-in-time inventory system **(Jointly with OCTO, OCP. Deadline: 30 days for update)**

OCTO

3. Plan to digitize documents for Office of the Secretary and other especially document-intensive agencies. **(Deadline: 30 days for update)**

Anticipated Next CapStat session: End of March 2008